

QUALITY RECORDS LIST
Earth Science Data & Information System Project (ESDIS)
Code 423

Sheet 1 of 4
<i>Original Signed by:</i> D. Perkins/423/2-24-2000
Signature/Code/Date

Process	Quality Record Title/Number	Record Custodian	File Location	Retention Period
GPG 1410.1 Directives Management	Directives Signature Copy (PGs)	K. Oppenhauser/423	DM file-B32/W260A	Permanent-retire to FRC 5 years after cancellation or when superceded. Transfer to NARA in 5-year blocks when 20 years old
GPG 1410.2 Configuration Management	Completed configuration change/approval requests(CCRs)	K. Oppenhauser/423	http://spsso.gsfc.nasa.gov/cm & CM file B32/S231	Records may be retired to an FRC when 2 years old. Destroy when 15 years old.
GPG 8700.2 Design Development	CM Records	K. Oppenhauser/423	CM file B32/S231	End of Project
GPG 8700.4 Technical Review Program	Peer Review Summary; Science System ORR	V. Griffin/423	Major element review has not yet been conducted	Permanent. Document may be retired to FRC one year after publication. Transfer to NARA when 25 years old.
GPG 8700.4 Technical Review Program	Peer Review RFAs and Approved Responses: Science System ORR	V. Griffin/423	Major element review has not yet been conducted	Permanent. Document may be retired to FRC one year after publication. Transfer to NARA when 25 years old.
GPG 8700.4 Technical Review Program	Peer Review Summary; Mission System ORR	A. Johns/423	Major element review has not yet been conducted	Permanent. Document may be retired to FRC one year after publication. Transfer to NARA when 25 years old.
GPG 8700.4 Technical Review Program	Peer Review RFAs and Approved Responses: Mission System ORR	A. Johns/423	Major element review has not yet been conducted	Permanent. Document may be retired to FRC one year after publication. Transfer to NARA when 25 years old.

GPG 8700.4 Technical Review Program	Peer Review Summary; MPR	C. Carlisle	Major element review has not yet been conducted	Permanent. Document may be retired to FRC one year after publication. Transfer to NARA when 25 years old.
GPG 8700.4 Technical Review Program	Peer Review RFAs and Approved Responses: MPR	C. Carlisle	Major element review has not yet been conducted	Permanent. Document may be retired to FRC one year after publication. Transfer to NARA when 25 years old.
400-PG-1440.7 Control of Program and Project Records	Letter Appointing Quality Records Coordinator	K. Opperhauser/423	ORC files – B32/W260A	Until superceded; or after the organization is disestablished
400-PG-1440.7 Control of Program and Project Records	Quality Records Matrix	K. Opperhauser/423	ORC files & http://spso.gsfc.nasa.gov/ISO9000/record_matrix.pdf	Destroy when 6 years old. Earlier disposal is authorized if records are superceded, obsolete, or no longer needed for reference, but for not less than one year.
423-PG-1310.1.1 Program Operating (POP) Submission	Annual POP Submission and support documentation	B. Cullinan/423	Financial Manager file – B32/W260B	Destroy when 2 years old
423-PG-5100.1.1 EOS Core System(ECS) End Item Deliverable Evaluation	End Item Technical Evaluation Memo	R. Brade(ECS CO)	ECS Contract file – B32/W267	Life of contract
423-PG-5100.1.2 SDPS Design Documentation Assessment Criteria	DID Technical Evaluation Memo	R. Brade(ECS CO)	ECS Contract file-B32/W267	Life of contract
423-PG-5100.1.3 SIPS Proposal Evaluation	ESDIS Project responses to SIPS proposals	H.K. Ramapriyan	Assistant Project Manager file-B32/S240D	Destroy when 2 years old
423-PG-5330.1.1 Review and Approval of ECS Test Procedures	ESDIS email approval for final test procedures	G. Iona	ESDIS ECS Test Manager file-B32/E230C	Records may be retired to the FRC when 2 years old. Destroy when 15 years old.
423-PG-5330.1.2 SDPS Test Witnessing	Signed ECS Test Execution Sheets	ECS Contractor	ECS Contractor test file; Landover Maryland	Records may be retired to the FRC when 2 years old. Destroy when 15 years old.

423-PG-5330.1.3 SDPS Release Readiness Review	Final RRR Report w/ESDIS Sci Release Readiness recommendations	D. Lowe/423	ESDIS Library-B32/E148	Records may be retired to the FRC when 2 years old. Destroy when 15 years old.
423-PG-5330.1.4 Mission System Inspection and Test Status	I & T Discrepancy Reports	EMOS:A. Krimchansky EDOS:T. Rykowski	EMOS:EMOS Project CM file EDOS:ftp://edosserver.gsfc.nasa.gov/local/EDOS_Project/CDRL_Deliverables/CDRL D105	Records may be retired to the FRC when 2 years old. Destroy when 15 years old.
423-PG-5330.1.4 Mission System Inspection and Test Status	Post Test Reports	EMOS:A. Krimchansky EDOS:T. Rykowski	Deputy Office file PM Office file	Records may be retired to the FRC when 2 years old. Destroy when 15 years old.
423-PG-5330.1.4 Mission System Inspection and Test Status	Technical Evaluation Memos	R. Brade(ECS CO)	ECS Contract file-B32/W267	Life of Contract
423-PG-7120.2.7 ESDIS/ECS Review Board (ERB)	ERB Issues database	D. Marinelli	Science System Development Engineer office file-B32/E230B	Destroy when no longer needed or reference value ceases
423-PG-7120.2.7 ESDIS/ECS Review Board (ERB)	ERB meeting minutes	D. Marinelli	Science System Development Engineer office file-B32/E230B	Destroy when no longer needed or reference value ceases
423-PG-8700.2.1 Management of Instrument Team Programming Standards	Standard Change and Waiver Requests	S. Scott	Interface Manger file - B32/E230D	Destroy when no longer needed or reference value ceases
423-PG-8700.2.1 Management of Instrument Team Programming Standards	Standard Committee Correspondence	S. Scott	Interface Manger file - B32/E230D	Destroy when no longer needed or reference value ceases
423-PG-8700.2.1 Management of Instrument Team Programming Standards	IT Software Active Waivers Listing	S. Scott	Interface Manger file - B32/E230D	Destroy when no longer needed or reference value ceases
423-PG-8700.4.1 Mission System Technical Review Program	Element Review Summary	Mission System Office	Major element review has not yet been conducted	End of Program plus two years

423-PG-8700.4.1 Mission System Technical Review Program	Element Review Requests for Action (RFAs) and Responses	Mission System Office	Major element review has not yet been conducted	End of Program plus two years